



**DEPARTMENT OF THE ARMY  
HEADQUARTERS  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Regulation  
No 350-1

27 June 2003

Training  
INSTRUCTOR CERTIFICATION, DEVELOPMENT, AND RECOGNITION PROGRAM

**Summary.** This regulation establishes policies, procedures, and responsibilities for the United States Army Maneuver Support Center and Fort Leonard Wood (MANSCEN & FLW) instructor certification, instructor development, and instructor recognition.

**Applicability.** This regulation applies to all active and reserve component platform instructors and civilian instructors within brigades, instructional departments, agencies, directorates, schools, and the Maneuver Support Center Noncommissioned Officer Academy (MNCOA) which teaches soldiers under the Commanding General, MANSCEN.

**Supplementation.** Supplementation of this regulation is prohibited unless specifically approved by Headquarters, MANSCEN.

**Forms.** The forms located in this regulation are authorized for reproduction.

**Suggested Improvements.** The proponent for this regulation is the Directorate of Common Leader Training (DCLT), Professional Development Center (PDC), and MANSCEN. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Commandant, MANSCEN, ATTN: ATZT-L, Fort Leonard Wood, MO 65473-6650.

FOR THE COMMANDER:



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DISTRIBUTION:  
A

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\*This regulation supersedes all existing unit programs for instructor development and FLW Regulation 351-1, dated 22 June 1998.

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## Chapter 1 OVERVIEW

1-1. Purpose. This regulation establishes policy, general guidance, and assigns responsibility for directors, supervisors, and instructors at the MANSCEN and The Total Army School System (TASS) battalions under local school proponentcy. It establishes responsibilities, and procedures governing certification, quality control, and instructor development. This regulation also establishes procedures for the Instructor of the Year Program.

### 1-2. Related References.

- a. DA PAM 611-21 (Military Occupational Classification and Structure), 31 March 1999.
- b. AR 614-200 (Enlisted Assignments and Utilization Management), 12 July 2001.
- c. TRADOC Regulation 350-18 (The Total Army School System), 26 May 2000.
- d. AR 600-8-22 (Military Awards), 25 February 1995.
- e. AR 672-20 (Incentive Awards), 29 January 1999.
- f. TRADOC Regulation 350-70 (Systems Approach to Training Management, Processes, and Products), 9 March 1999.

1-3. Explanation of Terms and Abbreviations. The terms and abbreviations used in this regulation are explained in the glossary.

## Chapter 2 INSTRUCTOR CERTIFICATION

2-1. Purpose. This section establishes guidelines for the Instructor Certification Program (ICP). Instructor certification ensures that the instructor has met all standards prior to assuming specific teaching duties. The Instructor Certification Program policies, responsibilities, and procedures apply to all military and civilian directors, technical directors, division chiefs, branch chiefs, instructor supervisors and instructors assigned or attached to MANSCEN or TASS Battalions aligned with proponents for training execution.

### 2-2. Responsibilities.

a. The Directorate of Common Leader Training (DCLT) is responsible for the ICP and faculty development. The Directorate of Common Leader Training, Professional Development Center (PDC) is the starting point of the instructor certification process. PDC will-

- (1) Ensure the Instructor Training Course (ITC) is conducted in support of the ICP.
- (2) Determine dates for ITC in the support of ICP.
- (3) Monitor instructor training needs.
- (4) Coordinate student enrollment into

Video Teletraining Instructor Training Course (VTTITC) through attendance in Small Group Instruction (SGI) and/or Standard Army Training System (SATS).

(5) Conduct the Instructor Training Course in accordance with the program of instruction (POI), course management plan (CMP) and regulatory guidance provided in TRADOC (TR) Regulation (Reg) 350-70.

(6) Maintain academic records on students completing certification courses.

(7) Prepare and issue certificates for completion of certification courses.

b. The Director of Plans, Training, and Mobilization (DPTM) will coordinate the scheduling of personnel identified to attend ITC.

c. Supervisors of instructors' will-

(1) Ensure newly assigned instructors and instructor supervisors are scheduled to attend ITC before conducting or supervising training. Instructors who have completed ITC through another branch of service or a TRADOC approved ITC Course and have support documentation will be recognized as completing the ITC requirement through a TRADOC reciprocity agreement of recognition.

(2) Conduct certification boards to verify that instructors have the technical and tactical knowledge needed to instruct.

2-3. Initial Certification Process. The instructor certification process is an essential component of The Total Army School System. Initial certification for Army instructors is achieved by completion of a TRADOC approved instructor training program. Instructors from other services will complete a training program approved by their service recognized by TRADOC.

a. Instructor certification requirements are outlined in TR Regulation 350-70, chapter II-1-3. They are as follows:

- (1) Attend and complete an approved ITC.
- (2) Demonstrate competence by showing mastery of objectives to be trained. Competency can be demonstrated through completion of a certification board, which will certify the new instructor is technically and tactically proficient to teach a block of instruction.
- (3) Fulfill all proponent specific requirements.
- (4) Hold grade specified in the instructor certification requirements.
- (5) Meet the height and weight standard (applicable to military only).
- (6) Pass the Physical Fitness Test (applicable to military only).
- (7) Be a graduate of the military occupation specialty (MOS) course in which the instructor will teach in accordance with (IAW) AR 614-200.

b. Small group instructors must also complete the Small Group Instructor Course (SGI) per TR Reg 350-70, chapter II-1-3.

c. Video Teletraining (VTT) instructors must also complete the Video Teletraining Instructor Training Course block of instruction through attending SGI and SATS (VTTITC) per TR Reg 350-70, chapter II-1-3.

d. All instructors must meet other required prerequisites (as applicable) per Department of Army Pam 611-21 (Military Occupational Classification and Structure), Army Regulation (AR) 614-200 (Enlisted Assignments and Utilization Management), TR Reg 350-18 (The Army School System) and TR Reg 350-70 (Systems Approach to Training Management, Processes and Products). Instructors must also meet proponent specific requirements where applicable.

e. The certification board will be chaired by an instructor supervisor, branch or division chief, TASS battalion commander and two or more qualified instructors, such as senior instructor/writer, senior instructor, or Title XI. TASS Battalions are expected to resource accordingly for certification board processes. There must be three persons certifying the instructor minimally. Members of the certification board will annotate the following forms:

(1) The Basic Instructor Performance Checklist as found in TR Reg 350-70, chapter III-4-3 or FLW Form 2-R. This checklist will be used to certify all instructors regardless of the method used, the media or the training site. See checklist for requirements to achieve a satisfactory rating to earn certification. Classroom Instructor Performance Checklist from TR Reg 350-70, chapter III-4-4 may be used in conjunction with the Basic Instructor Checklist form when not using FLW Form 2-R.

(2) The After Action Review Checklist as found in TR Reg 350-70, chapter III-4-7. This checklist will be used to certify those instructors whose classes regularly contain practical exercises. See checklist for requirements to achieve a satisfactory rating to earn certification.

(3) The Small Group Instruction Checklist as found in TR Reg 350-70, chapter III-4-6. This checklist will be used to certify Small Group Instructors. See checklist for requirements to achieve a satisfactory rating to earn the SGI certification.

(4) The VTTITC checklist as found in TR Reg 350-70, chapter III-4-5. See checklist for requirements to achieve a satisfactory rating to earn VTTITC certification.

f. After the initial certification board, instructor supervisors and training or course managers will conduct an AAR with the instructor. The chairman of the certification board will complete FLW Form 2-R (Observation Sheet) and a cover memo stating the instructor has successfully met the requirements of the certification board. This memo and all checklist results will be placed in the instructor training record.

g. Upon completion of an approved Instructor Training Course (ITC), a personnel action can be

initiated for the award of an additional skill identifier according to TR 350-70, Chapter II-1-3g(4).

#### 2-4 Quality Control Procedures.

a. Quality Assurance Office is responsible for FLW Form 2-R and is responsible for resolving issues between TR Reg 350-70 and local standards.

b. Instructor supervisors and training managers are responsible for maintaining instructor records on each instructor presenting training. At a minimum, instructor records will include:

(1) ITC training certificate.

(2) Developmental course certificates as applicable.

(3) Copy of orders or request for orders assigning ASI 5K or SQI 8 or H, as appropriate.

(4) FLW Form 2-R (Observation Sheet), certification sheet and applicable checklist(s) or Basic Instructor Performance Checklist according to TR Reg 350-70, chapter III-4-3.

(5) FLW Form 1147-R (Instructor Contact Hours). This information does not apply to TASS BNs.

(6) FLW Form 744-R (Request for Award Instructor Level) and applicable checklist(s). This information does not apply to TASS BNs.

(7) FLW Form 744-1-R (Request for Award Senior Level) and applicable checklist(s). This information does not apply to TASS BNs.

(8) FLW Form 744-2-R (Request for Award Master Level) and applicable checklist(s). This information does not apply to TASS Battalions (BNs).

#### 2-5 Recertification

a. There is no requirement for a certified instructor to be recertified through attendance of ITC. Proponents wishing exception to this policy must contact Headquarters TRADOC.

b. The instructor's subject matter knowledge may be reassessed by the instructor's supervisor to ensure they are technically and tactically competent.

### Chapter 3 INSTRUCTOR DEVELOPMENT (ID)

3-1. Purpose. This section establishes policy, responsibilities, and procedures governing ID. The program is voluntary. All military and civilian instructors from all branches of service are encouraged to enroll.

TASS Battalions are encouraged to develop their own ID or instructor mentor program which mirrors the Fort Leonard Wood ID process. Each battalion commander is responsible for the administration of his or her own program.

#### 3-2. Responsibilities.

a. The DCLT, PDC will be responsible for the overall operation of the ID program, and will-

(1) Delegate the approval authority of instructor development levels to the training departments, brigades, MANSCEN NCOA, and tenant units to include:

(a) Instructor level recognition: The approval authority for the instructor level will be with level one supervisors (e.g., instructor's supervisor).

(b) Senior instructor level recognition. The approval authority for the senior level will be with level two supervisors (e.g., midlevel management, course chief, branch chief).

(c) Master instructor level recognition: The approval authority for the master level will be with level three supervisors (e.g., upper level management, department chief, division chief, commander).

(2) Review all instructor, senior and master instructor level requests.

(3) Prepare and issue instructor, senior, and master certificates and decals.

(4) Prepare and staff actions and memorandums for the award of master instructor level.

b. Level three supervisors will conduct the ID program for individual instructor development and progression of instructors in the levels of instructor, senior instructor or master instructor. Level three supervisors will:

(1) Direct that ID records are maintained and updated.

(2) Act as approving authority on master instructor requests.

c. Level two supervisors will:

(1) Develop procedures to track and review instructor progression.

(2) Develop a listing of approved courses which instructors may use within the ID program. Courses placed on the list will be courses that enhance instructor performance. College courses, correspondence courses, computer courses, and professional development courses are recommended.

(3) Ensure internal quality control procedures are met as stated in Chapter 2-4.

(4) Act as the approving authority on all senior instructor requests.

d. Level one supervisors will:

(1) Track and review instructor development for instructors.

(2) Act as approving authority on instructor level requests.

(3) Maintain a record of the instructor contact hours (ICH) for each instructor.

3-3. Instructor Development Procedures. Submit packet to PDC for review and appropriate action. The packet will include FLW Form 744-R, (Request for Award Instructor Level), Copies of Basic Instructor Performance Checklist, TR Reg 350-70, chapter III-4-3; Classroom Instructor Performance Checklist, TR Reg 350-70, chapter III-4-4; or FLW Form 2-R (Observation Checklist) with appropriate checklist.

a. Procedures for instructor level:

(1) Complete an approved instructor training program.

(2) Complete the initial instructor certification process as stated in Chapter 2-3.

(3) Submit packet to level one supervisor for verification and approval.

(4) Instructors can begin meeting the requirements for senior instructor as soon as their instructor level packet has been approved. If the instructor level recognition is disapproved, the instructor cannot credit any of the earned requirements toward senior instructor status.

b. Procedures for senior instructor level:

(1) Meet all requirements for instructor level.

(2) Complete two training department developmental courses that are approved by level two supervisor. Courses must be taken after achieving instructor certification.

(3) Accumulate 250 ICH as a primary instructor after receiving instructor certification. Reserve instructors who do not serve full time must accumulate 28 ICH. Reserve instructors who are serving in a full time position must meet the same requirement as the active component.

(4) Receive at least two formal evaluations. Evaluations must be conducted at different times. All evaluations must use the Basic Instructor Performance Checklist as found in TR Reg 350-70, chapter III-4-3, Classroom Instructor Performance Checklist, TR Reg 350-70, chapter III-4-4 (this form may be used in conjunction with the Basic Instructor Performance Checklist when not using the FLW Form 2-R).

(a) Instructors who conduct AARs will also be evaluated using the After Action Review Performance Checklist as found in TR Reg 350-70, chapter III- 4-7 or FLW Form 2-R.

(b) Small Group Instructors will also be evaluated using Small Group Instructor Checklist as found in TR Reg 350-70, chapter III-4-6 or FLW Form 2-R.

(c) VTT instructors will also be evaluated using the VTTITC checklist as found in TR Reg 350-70, chapter III- 4-5 or FLW Form 2-R.

(5) Hold an instructor position for at least one year after receiving instructor level recognition.

(6) Submit senior instructor packet to the level two supervisor for approval and verification of (1) through (5) above.

(7) Submit senior instructor packet to PDC for review and appropriate action. The packet will include:

(a) FLW Form 744-1-R (Request for Award Senior Instructor Level).

(b) Copies of FLW Form 2-R-R (Observation Sheet) with appropriate checklist(s).

(c) FLW Form 1147-R (Instructor Contact Hours Record Form)

(d) The Instructor certificate.

(8) Instructors can begin meeting the requirements for master instructor as soon as the senior instructor level packet has been submitted to PDC. If the senior instructor level recognition is disapproved, the instructor cannot credit any of the earned requirements toward master instructor status.

c. Procedures for master instructor level:

(1) Meet all requirements for senior instructor recognition.

(2) Complete three developmental courses that are approved by the level two supervisor. Courses attended for senior instructor recognition do not apply. Courses must be taken after achieving senior instructor recognition.

(3) Accumulate 500 ICH as a primary instructor. Of these hours 250 of them must be earned after attaining senior instructor status. Reserve instructors who do not serve full time must accumulate 56 ICH. Reserve instructors who are serving in a full time position must meet the same requirement as the active component.

(4) Receive at least two formal evaluations after attaining senior instructor status. Evaluations must be conducted at different times. These formal evaluations will use the Basic Instructor Performance Checklists as found in TR Regulation 350-70, chapter III-4-3 Classroom Instructor Performance Checklist, TR Reg 350-70, chapter III-4-4 (this form may be used in conjunction with the Basic Instructor Performance Checklist when not using the FLW Form 2-R.

(a) Instructors who conduct AARs will also be evaluated using the After Action Review Performance Checklist as found in TR Reg 350-70, chapter III-4-7 or FLW Form 2-R.

(b) Small Group Instructors will also be evaluated using Small Group Instructor Checklist as found in TRADOC Regulation 350-70, chapter III 4-6 or FLW Form 2-R.

(c) VTT Instructors will also be evaluated using the VTTITC checklist as found in TR Reg 350-70, chapter III-4-5.

(5) Hold an instructor position for at least one year after receiving senior level instructor recognition.

(6) Submit the master instructor recommendation to the level three supervisor for approval and verification of (1) through (5) above.

(7) Submit master instructor packet to PDC for review and appropriate action. The packet will include:

(a) FLW Form 744-2-R, (Request for Award Master Instructor Level).

(b) Copies of FLW Form 2-R-R (Observation Sheet) with appropriate checklist(s).

(c) FLW Form 1147-R (Instructor Contact Hours Record Form).

(d) Senior instructor certificate.

3-4 Recognition. Each individual selected for progression will receive the following as applicable:

a. Instructor level:

(1) Instructor certificate.

(2) Instructor decal.

b. Senior instructor level:

(1) Senior instructor certificate.

(2) Senior instructor decal.

(3) Letter of Commendation.

c. Master instructor level:

(1) Master instructor certificate.

(2) Master instructor decal.

(3) Letter of Achievement from the Commanding General, MANSCEN.

(4) Other awards or recognition may be awarded by the instructor's organization. These applicable awards are listed in AR 600-8-22 (Military Awards) and AR 672-20 (Decorations, Awards, and Honors Incentive Awards).

3-5 Exhibiting Instructor Display Decals. Instructor display decals may be displayed on offices or the classroom instructor identification boards. The identification boards are authorized to be displayed in the classroom and office areas as appropriate.

#### Chapter 4 INSTRUCTOR OF THE YEAR (IOY)

4-1 Purpose. The IOY program has been designed to promote and recognize excellence in instruction. The program recognizes the most outstanding enlisted, warrant officer, company grade officer, field grade officer and civilian instructors. TASS battalions are encouraged to develop their own programs which mirror the FLW IOY process. Each battalion commander is

responsible for the administration of his or her own program.

The Chemical, Engineer and Military Police Schools will each have a selection of winners in the applicable categories. All instructors who do not belong to one of the proponent schools will be grouped into a MANSCEN classification group. The MANSCEN classification group will also have winners in the applicable categories. The FLW winners will be submitted into TRADOC IOY competition. Every year TRADOC outlines the process with a memorandum of instruction.

4-2. Responsibilities. DCLT is responsible for the execution of the IOY program. PDC is the action officer for the program.

a. PDC will:

(1) Meet with the IOY school appointed point of contacts (POCs) and advise proponent schools' training departments, brigades, MNCOA and tenant units on the nomination process for the TRADOC IOY program as addressed in the TRADOC memorandum of instruction.

(2) Coordinate videotaping sessions with DPTM, Visual Information Center (VIC) for each of the FLW IOY winners in preparation for the TRADOC IOY competition.

(3) Submit FLW IOY winners into the TRADOC IOY competition.

(4) Contact the Public Affairs Office announcing the FLW IOY winners.

(5) Prepare paperwork for appropriate awards.

(6) Coordinate an award ceremony to honor the FLW IOY winners.

b. Proponent schools and organizations that belong to the MANSCEN classification group will:

(1) Appoint a POC who will serve as liaison with PDC IOY action officer.

(2) Select an individual from each instructor category to represent the proponent school or MANSCEN group in the TRADOC competition.

(3) Prepare the nomination packet for TRADOC competition IAW TRADOC memorandum of instruction. Packets for winners from the MANSCEN group will be prepared by the organization to which the winner is attached.

c. The DPTM-Training Support Center will:

(1) Provide one color (8"x10") photograph of the IOY winners and one (4"x6") full-length official DA color photograph.

(2) Videotape a 15 minute portion of a class for each IOY winner. The videotaping session will be coordinated through PDC and the IOY winner.

d. The FLW IOY winners will prepare a personal narrative IAW TRADOC memorandum of instruction.

4-3. IOY Qualifications. The following rules direct which instructors qualify to be IOY nominees. Instructors must:

a. Be a certified Instructor Training Course graduate and must have served as an instructor for a minimum of six months.

b. Military nominees must have passed their latest physical fitness test and must meet their services' height and weight requirements.

c. International and interservice instructors who are assigned to TRADOC schools are eligible to participate in the program IAW TRADOC memorandum of instruction.

4-4. Submission Procedures. Submission procedures and dates for the IOY competition are established yearly by TRADOC memorandum of instruction. The FLW competition will comply with TRADOC procedures and submission dates.

## Glossary

AAR  
After Action Review

AR  
Army Regulation

BN  
Battalion

CMP  
Course Management Plan

DCLT  
Directorate of Common Leader Training

DPTM  
Directorate of Plans, Training and Mobilization

FLW  
Fort Leonard Wood

IAW  
In Accordance With

ICH  
Instructor Contact Hours

ICP  
Instructor Certification Program

ID  
Instructor Development

IOY  
Instructor of the Year

ITC  
Instructor Training Course

MOS  
Military Occupation Specialty

MNCOA  
Maneuver Support Center  
Non Commissioned Officer Academy

NCOA  
Non Commissioned Officer Academy

PDC  
Professional Development Center

POCP  
Point of Contact

POI  
Program of Instruction

Reg  
Regulation

SATS  
Standard Army Training System

SGI  
Small Group Instruction

TASS  
The Total Army School System

TR  
TRADOC

TRADOC  
Training and Doctrine Command

MANSCEN & FLW  
United States Army Maneuver  
Support Center (same as MANSCEN)

VIC  
Visual Information Center

VTT  
Video Teletraining

VTTITC  
Video Teletraining Instructor Training Course



Appendix A  
(Samples of FLW Development Forms)

**REQUEST FOR AWARD  
INSTRUCTOR LEVEL**

POC Information

Name:

Phone:

Name:

\_\_\_\_\_  
Last, First MI

\_\_\_\_\_  
Rank

Duty Position:

Date Assigned:

ITC Completion Date:

Certification (Attach FLW Form 2-R and applicable checklists):

Date of Certification Board:

Overall Rating (circle one):      GO / NO GO

Class Title:

Certification Board/Evaluators (Name/Rank):

Chairman:

Member:

Member:

I verify that the above information is correct and certify that the instructor listed above has met the requirements per FLW Reg. 350-1 for entry into the Instructor Development Program. I recommend they be awarded the title of Instructor.

Supervisor's Signature:

Date:

Supervisor's Name and Job Title:

Date of Award:

**REQUEST FOR AWARD  
SENIOR INSTRUCTOR LEVEL**

POC Information

Name:

Phone:

NAME: \_\_\_\_\_  
Last, First MI Rank

Date Completed ITC: \_\_\_\_\_

Date of Instructor Recognition: \_\_\_\_\_

Evaluations (Attach FLW Form 2-R and applicable checklists):

Date of First Evaluation: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Overall Rating (circle one): GO / NO GO

Date of Second Evaluation: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Overall Rating (circle one): GO / NO GO

Developmental Courses Attended and Approved by Supervisor:

1. \_\_\_\_\_

2. \_\_\_\_\_

Number of Instructor Contact Hours (Attach FLW Form 1147): \_\_\_\_\_

I verify that the above information is correct and certify that the instructor listed above has met the requirements per FLW Reg. 350-1 for advancement in the Instructor Development Program. I recommend he/she be awarded the title of Senior Instructor.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name and Job Title: \_\_\_\_\_

Level Two

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Professional Development

Center Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Award: \_\_\_\_\_

# REQUEST FOR AWARD MASTER INSTRUCTOR LEVEL

POC Information  
Name:  
Phone:

NAME: \_\_\_\_\_

Last, First MI	Rank
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Date Completed ITC: \_\_\_\_\_

Date of Instructor Recognition: \_\_\_\_\_

Date of Senior Instructor Recognition: \_\_\_\_\_

Evaluations (Attach FLW Form 2-R and applicable checklists):

Date of First Evaluation: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Overall Rating (circle one): GO / NO GO

Date of Second Evaluation: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Overall Rating (circle one): GO / NO GO

Developmental Courses Attended and approved by supervisor:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Number of Instructor Contact Hours (Attach FLW Form 1147):

I verify that the above information is correct and certify that the instructor listed above has met the requirements per FLW Reg. 350-1 for advancement in the Instructor Development Program. I recommend he/she be awarded the title of Master Instructor.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name and Job Title: \_\_\_\_\_

### Level Three

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Professional Development

Center Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Award:

## INSTRUCTOR CONTACT HOURS RECORD FORM

**Instructor's Name:** \_\_\_\_\_

CLASS TITLE	LESSON NUMBER	DATE	ICH
Number of Total Contact Hours			

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX B  
(Sample of IDP/ICP Form)

<b>OBSERVATION SHEET</b> <small>Proponent - QAO; Prescribing Directive TRADOC Reg 350-70</small>		
<b>SECTION I - Training Development</b>		
<b>PART I - Administrative Data</b>		
1. School:	2. Course/POI:	
3. Date:	4. Name of Evaluator:	
<b>PART II - Course Design/Implementation Plan</b>		
1. POI File Number:	2. Lesson Plan (LP)/Training Support Package (TSP) Title:	3. LP/TSP Approved IAW MANSCEN Policy? <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>
4. Date LP/TSP Approved:	5. LP/TSP Risk Assessed? <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>	6. LP Environmentally Assessed? <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>
7. POI Time Matches LP Time? <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>	8. POI Method of Instruction (MOI) Matches LP MOI? <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>	9. Foreign Disclosure Statement Listed? <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>
10. POI Date:	11. CMP Date:	12. Critical Task List Date:
13. TLO/ELOs Written IAW TR 350-70? <input type="checkbox"/> Yes <input type="checkbox"/> No    13a. If "No", mandatory recommendation for rewrite (below):		
14. TLO/ELOs Match POI? <input type="checkbox"/> Yes <input type="checkbox"/> No    14a. If "No", mandatory comments and recommendations (below):		
15. Is Doctrine Current? <input type="checkbox"/> Yes <input type="checkbox"/> No    15a. If "No", mandatory comments and recommendations (below):		
16. Does Doctrine Reflect COE? <input type="checkbox"/> Yes <input type="checkbox"/> No    16a. If "No", mandatory comments and recommendations (below):		
17. LP Task on Critical Task List? <input type="checkbox"/> Yes <input type="checkbox"/> No    17a. If "No", mandatory comments and recommendations (below):		
18. LP Task in POI? <input type="checkbox"/> Yes <input type="checkbox"/> No    18a. If "No", mandatory comments and recommendations (below):		
19. LP Time/MOI on TMA sheet? <input type="checkbox"/> Yes <input type="checkbox"/> No    19a. If "No", mandatory comments and recommendations (below):		
<b>PART III - Performance Rating for Section I</b>		
GO - At least 75% of the evaluated items (Part II, Items 3-19) were rated "Go".		<b>PERFORMANCE RATING:</b>
NO GO - Less than 75% of the evaluated items were rated "Go". Command emphasis needed.		<input type="checkbox"/> GO <input type="checkbox"/> NO GO
NOTE: Overall performance as derived from the evaluation in Sections I, II, and III. Items marked "Not Applicable" are not counted when computing the overall performance rating.		

Section II - Training Management					
PART I - Administrative Data					
1. School:			2. Course/POI:		
3. Date:			4. Name of Evaluator:		
PART II - Training Resource Material					
1. LP Equipment in POI? <input type="checkbox"/> Yes <input type="checkbox"/> No			1a. If "No", mandatory comments and recommendations (below):		
2. LIN/Nomenclature IAW FedLog? <input type="checkbox"/> Yes <input type="checkbox"/> No			2a. If "No", mandatory comments and recommendations (below):		
3. POI reflects updated audio visual equipment requirements/Classroom XXI requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No					
4. LP facilities in POI? <input type="checkbox"/> Yes <input type="checkbox"/> No			4a. If "No", mandatory comments and recommendations (below):		
5. LP ammo in POI? <input type="checkbox"/> Yes <input type="checkbox"/> No			5a. If "No", mandatory comments and recommendations (below):		
6. LP TADSS in POI? <input type="checkbox"/> Yes <input type="checkbox"/> No			6a. If "No", mandatory comments and recommendations (below):		
PART III - Training Ratios					
	Required	Assigned	Available	Comments	
a. Instructor/Student					
b. Equipment/Student					
c. Drill/Student					
d. Operator/Student					
PART IV - Other Areas					
	Go	No Go	NA	Comments	
1. Facilities					
2. Safety					
3. Other (Specify)					
PART V - Training Implementation					
1. Deviation from LP/POI:		1a. Caused by:			
1b. Explanation:		1c. Status:		Reported:	Recurring:
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				Safety Impact:	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
PART VI - Performance Rating for Section II					
GO - At least 75% of the evaluated items (Part II, Items 1-6) were rated "Go"; and all applicable sections in Parts III and IV match the LP/TSP/POI or have a waiver.				PERFORMANCE RATING: <input type="checkbox"/> GO <input type="checkbox"/> NO GO	
NO GO - Less than 75% of the evaluated items were rated "Go" or waiver(s) not available.					



Section III - Instructor Checklist				
PART I - Administrative Data				
1. School/Course:		2. Class Number:		
3. Date:		4. Name of Instructor/SGL:		
5. Rank/MOS/SC:		6. Instructor Qualified IAW TR 350-70? <input type="checkbox"/> Yes <input type="checkbox"/> No		
PART II - Evaluation				
A. Administrative Preparation	Go	No Go	NA	Comments
Visitor's book was current and available.				
1. TSP, Student H/O at visitor's area.				
2. Training schedule available.				
3. ITC Certificates or Memo of certified instructors.				
4. Visitor's sign-in sheet.				
5. FLW Form 880 (IET only).				
6. Student Roster.				
7. Range Safety/Demo Certification.				
8. Inclement Weather Plan.				
9. Risk Management Worksheet/Daily Risk Assessment.				
10. Medical Evacuation Plan.				
B. Classroom Preparation	Go	No Go	NA	Comments
1. Lesson plan current, DOTD and DOT approved, and IAW POI.				
2. Classroom had adequate lighting, neat, orderly, free from noise and interruptions. Seating arrangement appropriate. Class prepared prior to training.				
3. Training materials, aids, and safety equipment available and serviceable prior to training.				
C. Introduction	Go	No Go	NA	Comments
1. Used a motivational statement that explains the relevance and importance of the task.				
2. Displayed and clearly stated the Learning Objectives (Action, Condition, Standard), and briefly outlined the sequence of the lesson.				
3. Stated the Risk Assessment Level, warnings, safety hazards and the environmental considerations.				
4. Explained how the objective would be tested.				
D. Demonstration Techniques	Go	No Go	NA	Comments
1. Ensured students could see all parts of demonstration.				
2. Steps were properly demonstrated.				
3. Students were involved in demonstration, if appropriate.				
4. Assisted students as needed.				
5. Gave on-the-spot corrections and praise.				

Section III - Instructor Checklist (continued)				
<b>E. Hands-on Training Method</b>	<b>Go</b>	<b>No Go</b>	<b>NA</b>	<b>Comments</b>
1. Summarized points covered during the demonstration.				
2. Gave detailed directions before the practical exercise.				
3. Ensured students performed the practical exercise correctly.				
4. Provided timely feedback.				
5. Encouraged group members to participate.				
6. Conducted an after action review with the students after practical exercise.				
<b>F. Communications Skills</b>	<b>Go</b>	<b>No Go</b>	<b>NA</b>	<b>Comments</b>
1. Used correct enunciation and grammar.				
2. Did not excessively use distracting mannerisms such as "Ah", "OK" and "You know".				
3. Instructor's voice quality, volume, and variations (pitch, rate, and inflection) were adequate.				
<b>G. Question/Answer Techniques</b>	<b>Go</b>	<b>No Go</b>	<b>NA</b>	<b>Comments</b>
1. Questions were phrased clearly and to the point (ask, pause, call, respond, evaluate).				
2. Questions were appropriate for the lesson.				
3. Covered all key points with questions.				
4. Student's questions were answered adequately.				
<b>H. Presentation Skills</b>	<b>Go</b>	<b>No Go</b>	<b>NA</b>	<b>Comments</b>
1. Made eye contact with all students.				
2. Movement and gestures were natural and appropriate.				
3. Instructor was poised and enthusiastic.				
<b>I. Use of Training Aids/Materials</b>	<b>Go</b>	<b>No Go</b>	<b>NA</b>	<b>Comments</b>
1. Training aids, instructional materials, equipment listed in POI were used appropriately.				
2. Whiteboard and/or other visual aids were used in an effective manner.				
<b>J. Classroom Management</b>	<b>Go</b>	<b>No Go</b>	<b>NA</b>	<b>Comments</b>
1. Maintained proper control of the class.				
2. Used appropriate techniques to assist and motivate students.				
3. Managed time appropriately; lesson was well paced.				
4. Encouraged student participation.				
<b>K. Test Management</b>	<b>Go</b>	<b>No Go</b>	<b>NA</b>	<b>Comments</b>
1. Maintained accountability of tests.				
2. Complied with Test Administration Guide (TAG).				
3. Test matched method of training.				
4. Test evaluated what was trained.				
5. Conducted AAR with students.				



Section III - Instructor Checklist (continued)				
L. Instructor Preparation	Go	No Go	NA	Comments
1. Demonstrated knowledge of class material.				
2. Explained key performance points.				
3. Followed the sequence as outlined in the lesson plan.				
4. Covered all objectives.				
5. Used smooth transitions.				
6. Put training activity into job context at least once.				
7. Ensured all students could see and hear all instruction.				
8. Properly used internal summaries.				
9. Properly conducted lesson summary. (See 9a-9d below)				
9a. Restated action.				
9b. Restated main learning steps.				
9c. Checked on learning.				
9d. Provided closing summary.				
M. Personal Qualities	Go	No Go	NA	Comments
1. Instructor's professionalism set the proper example for bearing, behavior, and appearance.				
2. Showed respect to students.				
3. Establish a positive rapport with students.				
PART III - AAR with Instructor				
PART IV - Performance Rating for Section III				
GO - At least 75% of the evaluated items (Part II) were rated "Go".				PERFORMANCE RATING: <input type="checkbox"/> GO <input type="checkbox"/> NO GO
NO GO - Less than 75% of the evaluated items were rated "Go". Command emphasis needed.				
PART V - Backbrief (Acknowledgment of Evaluation)				
Person briefed:	Position:		Date:	
Signature of Evaluator:			Signature of Course Manager:	
Section IV - Overall Performance Rating				
PART I - Administrative Data				
1. School:		2. Course/POI:		
3. Date:		4. Name of Evaluator:		
PART II - Ratings				
Section I: Training Development	Go		No Go	
Section II: Training Management	Go		No Go	
Section III: Instructor Checklist	Go		No Go	
Overall Rating:	Go		No Go	
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